**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL MEETING HELD ON THE 9TH JUNE 2022 (REMOTE ACCESS)**

**PRESENT:** Cllr K. Griffiths (Mayor) Cllr D. Beynon

 Cllr G. John Cllr R. Jenkins

 Cllr P. Downing Cllr J. Davies

 Cllr C. Evans Cllr J. Beynon

 Cllr W. Jones Cllr R. Harris

There were no members of the public present.

**26. APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors R. John, A. Hill and A. Wilson.

**27. TO RECEIVE DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT:**

There were no declarations of interest received.

**28. TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM NEWLY CO-OPTED COUNCILLORS:**

Councillors J. Beynon, R. Jenkins, J. Davies and W. Jones duly signed their Declarations of Acceptance of Office. It was agreed that, due to unforeseen circumstances, Cllr A Hill signs her declaration as soon as possible.

**29. TO RECEIVE AN ADDRESS FROM MS ZOE ANTROBUS, 4theREGION:**

The Clerk advised Members that Ms Antrobus had not confirmed her intention to attend the meeting.

**30. TO RECEIVE AND CONSIDER THE MINUTES OF THE COUNCIL MEETING HELD ON THE 12TH MAY 2022:**

The above minutes were accepted as a true record.

**31. TO RECEIVE AND CONSIDER THE MINUTES OF THE SPECIAL EVENTS COMMITTEE MEETINGS HELD ON THE 4th, 10th, 17th, 24th, 31st MAY AND 7TH JUNE 2022:**

Neither the Chairperson or Vice-Chairperson were in attendance hence the Clerk reported on the minutes of the meeting held on the 7th June 2022.

**32. TO RECEIVE AND CONSIDER THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON THE 26TH MAY 2022:**

Cllr P. Downing, Chairman of the Policy and Resources Committee, reported on the above minutes.

* It was agreed to accept the quotation for the lighting of the frontage of the Institute;
* It was agreed to accept the Unadopted Roads Policy;
* It was agreed that the vacant Grants Officer post be re-designated Development Officer with the successful applicant working 40 hours per week;
* In order to allow remote access to Council meetings held in the Institute, it was agreed to trial a television and laptop in the building.

**33. TO RECEIVE REPORTS FROM COUNTY WARD MEMBERS:**

County Councillor P. Downing reported on the following:

* Complement of Councillors representing Swansea has increased from 72 to 75 broken down as 45 Labour Councillors, 11 Lib/Dem; 7 Conservative, 5 Independents, 4 Upland Councillors, 2 Independents at Swansea and I Green councillor;
* Appointed as Assistant Cabinet Member for Economy and Infrastructure; member of Planning Committee, Licensing Committee, Pension Fund and Community and Town Council Forum;
* Attended a number of training sessions.

**34. TO RECEIVE AND CONSIDER ANY URGENT MATTERS FROM TOWN COUNCILLORS:**

There were no urgent matters to consider.

**35. TO ANSWER QUESTIONS FROM COUNCILLORS (3 CLEAR DAYS’NOTICE OF ANY QUESTION HAVING BEEN GIVEN TO THE PERSON TO WHOM IT IS ADDRESSED):**

There were no questions tabled.

**36. TO RECEIVE AND CONSIDER REPORTS FROM THE CLERK:**

The following correspondence was received and noted:

1. SCVS via Cllr J. Harris – Transport – Have your Say;
2. OVW - Call out for good practice/examples in response to global warming and climate change;
3. OVW – May training dates;
4. OVW – A celebration of rural Wales;
5. Cllr P. Downing – Swansea Council successful Safer Routes in Communities bid:
6. OVW - Call out for good practice/examples in response to global warming and climate change;
7. Swansea Council - Councillor Training - Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee (Compulsory) (Community Town Councils);
8. Ageing Well in Wales – Age friendly communities in Wales webinar;
9. OVW - News bulletin;
10. 4theRegion - Getting Around Swansea - Community Led Transport Project;
11. OVW - Community Ownership Fund announcement of further funding;
12. OVW – Book your place – Renew Wales Workshop;
13. 4theRegion - Opportunities for Local Sourcing in Swansea;
14. Clerk – Queen’s Jubilee Commemorative book;
15. LDP – Ombudsman;
16. OVW - Coming soon! RENEW WALES WORKSHOP - Book your place ;
17. Swansea Council – apply for RDP funding;
18. Town Band – band activities;
19. OVW – Local Places for Nature grants;

**(t) One Voice Wales – training dates:**

The Clerk urged new Members to enrol onto some of the training courses available via One Voice Wales.

**(u) Gower Common Safety Action Group – Friends of Gower common need your help:**

The Clerk reported a request for financial assistance from the above group. The request was noted.

**(v) Heart of Wales Line Development Company - Survey: Improving Walking and Cycling Access on the Heart of Wales Line:**

The Clerk reported receipt of the above communication and suggested Members could complete the survey via the link provided.

**(w) Swansea Council - Recruitment of a Community / Town Councillor to the Standards Committee:**

The Clerk advised Members that Swansea Council were seeking a Community/Town Councillor to sit on the above committee. Anyone interested was advised to contact the Clerk.

**(x) Council Quiz:**

Members were informed of the forthcoming quiz and considered the distribution of the entry fee. It was agreed that the winning team receives 50% of the fee and the remaining 50% being shared between the second and third teams.

**(y) Pathway issues near Talybont Surgery:**

The Clerk reported a complaint concerning the uneven footpath close to the Talybont Surgery and Pharmacy. It was agreed to write to the owners of the pharmacy who may or may not be responsible for the footpath in question.

**(z) Bryniago Fun Day:**

The Clerk referred to a request for financial assistance towards a “summer fun day” being organised by residents of Bryniago. It was agreed to refuse the request but the applicant be forwarded links to community funding and be advised of the forthcoming centenary celebrations in Coedbach Park.

**(aa) Welsh Government - Natural Resource Wales Board Recruitment:**

The Clerk drew Members’ attention to the above recruitment opportunity.

**37. TO RECEIVE AND CONSIDER REPORTS FROM THE MAYOR:**

The Mayor reported on his civic duties during the past month.

**38. TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:**

Cllr G. John informed Members that the children’s film would return on Saturday 2nd July 2022 and the next Local Produce Market on Wednesday 13th July 2022.

**39. TO CONSIDER THE APPOINTMENT OF REVEREND JASON BEYNON AS THE MAYOR’S CHAPLAIN FOR THE CURRENT YEAR:**

It was noted that it was the Mayor’s decision to appoint a chaplain and not a matter for the Town Council.

**40. TO CONSIDER THE PURCHASE OF A BENCH TO CELEBRATE THE QUEEN’S PLATINUM JUBILEE:**

Members were not in favour of purchasing a bench but agreed to place a plaque on one of the existing benches.

**41. TO APPROVE THE COUNCIL’S ANNUAL RETURN FOR THE FINANCIAL YEAR 2021 – 22:**

Members had before them the Internal Auditor’s report together with the Annual Return for the year ended 31 March 2022 and Annual Governance Statement. It was **RESOLVED** to approve the above Annual Return and Annual Governance Statement.

**42. TO AUTHORISE AND APPROVE THE EXPENDITURE FOR THE MONTH OF MAY 2022:**

The above expenditure was authorised and approved.

See Appendix “A”.

**43. TO RECEIVE A MONTHLY INCOME REPORT AND BANK RECONCILIATION FOR THE MONTH OF MAY 2022:**

The above reports were received and accepted.

See attached appendices.

**44. TO RECEIVE PLANNING APPLICATIONS PREVIOUSLY CIRCULATED TO ALL MEMBERS:**

1. 2 Dulais Road, Pontarddulais – front canopy for use as a waiting room.

There were no observations concerning the above application.

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| **CYNGOR TREF PONTARDDULAIS TOWN COUNCIL** |
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| **APPENDIX "A"** |
|  |  |  |  |  |
| **Expenditure transactions for the month of May 2022** |  |  |  |
|  |  |  |  |  |
| **Name** | **Particulars** | **Net** | **Vat** | **Total** |
| British Gas | Monthly electricity | £260.92 | £13.04 | £273.96 |
| British Gas | Monthly gas | £213.27 | £10.66 | £223.93 |
| British Gas | Dantwyn electricity point | £14.16 | £0.70 | £14.86 |
| Clerk | Reimbursement toilet hire | £648.25 | £69.65 | £717.90 |
| Cathedral Hygiene | Hire of 2 No san. Units | £17.33 | £3.47 | £20.80 |
| K. Evans | Bryniago Jubilee donation | £100.00 | £0.00 | £100.00 |
| Cwrt Community | Robert Davies Court Jubilee donation | £100.00 | £0.00 | £100.00 |
| C. M. Owen | Dantwyn/Glynhir Jubilee donation | £100.00 | £0.00 | £100.00 |
| S. R. Vernon | Maesteg Jubilee donation | £100.00 | £0.00 | £100.00 |
| J. A. Chalkley | Heol y Coed Jubilee donation | £100.00 | £0.00 | £100.00 |
| Glynhir W. I. | Jubilee donation | £100.00 | £0.00 | £100.00 |
| T. Roberts | High Street Jubilee donation | £100.00 | £0.00 | £100.00 |
| Mayor  | Mayor allowance | £500.00 | £0.00 | £500.00 |
| Salaries | 4 No. monthly salaries | £2,860.86 | £0.00 | £2,860.86 |
| V. Cameron | Glanffrwd Jubilee donation | £100.00 | £0.00 | £100.00 |
| Swansea Lift | Annual service contract | £200.00 | £40.00 | £240.00 |
| Bont Elim Community Church | Jubilee donation | £100.00 | £0.00 | £100.00 |
| Clerk | Reim. Zoom annual fee and Jubilee book | £145.40 | £23.98 | £169.38 |
| Lloyds Bank | Service charge | £7.00 | £0.00 | £7.00 |
| **TOTAL** |  | **£5,767.19** | **£161.50** | **£5,928.69** |

**MONTHLY INCOME REPORT – MAY 2022**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 06-May | 14/22 | Slimming World | Room hire |  | £69.00 |  |  |  |  |  | £69.00 |  |
| 06-May | 15/22 | Scrapbook Club | Room hire |  | £23.00 |  |  |  |  |  | £23.00 |  |
| 09-May |  | Lloyds Bank |  | Bank interest |  |  | £0.63 |  |  |  | £0.63 |  |
| 09-May |  | Lloyds Bank |  | Bank interest |  |  | £0.24 |  |  |  | £0.24 |  |
| 10-May | 16/22 | MYW |  | Room hire |  | £17.25 |  |  |  |  |  | £17.25 |  |
| 10-May | 13/22 | W. I. |  | Room hire |  | £28.75 |  |  |  |  |  | £28.75 |  |
| 10-May | 12/22 | Senior Citizens | Room hire |  | £51.75 |  |  |  |  |  | £51.75 |  |
| 10-May | 10/22 | Sewing Class | Room hire |  | £46.00 |  |  |  |  |  | £46.00 |  |
| 10-May | 11/22 | Karate |  | Room hire |  | £224.25 |  |  |  |  |  | £224.25 |  |
| 18-May | 17/22 | K. Chessa |  | Room hire |  | £11.50 |  |  |  |  |  | £11.50 |  |
| **Monthly totals** |  |  |  |  |  | **£471.50** | **£0.00** | **£0.87** | **£0.00** | **£0.00** | **£0.00** | **£472.37** | **£44,386.46** |

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| **Cyngor Tref Pontarddulais Town Council** |
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| **Bank Reconciliation** | **May-22** |  |  |  |  |
|  |  |  |  |  |   |  |  |
| Balance brought forward |  |  |  |  | £136,981.55 |
|  |  |  |  |  |  |  |   |
| Add total receipts as per R & P Book |  |  |  | £472.37 |
|  |  |  |  |  |  |  |  |
| Less total payments as per R & P Book |  |  |  | £5,928.69 |
|  |  |  |  |  |  |  |  |
| **Balance carried forward** |  |  |  |  | **£131,525.23** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Bank balances |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Closing bank balances |  |  |  |  |  |
| (as per bank statements as at 31/05/22) |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Current Account |  |  | £1.00 |
|  |  |  | Deposit Account |  |  | £100,342.47 |
|  |  |  | Reserve Account |  |  | £31,181.76 |
|  |  |  | Total bank balance |  |  | **£131,525.23** |
|  |  |  |  |  |  |  |  |
| Less unpresented cheques |  | Cheque number |   |   |
|  |  |  |  |   |   |   |   |
|  |  |  |  |   |  |  |   |
|  |  |  |  |   |  |  |   |
|  |  |  |  |   |  |  |   |
|  |  |  |  | Total |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
| Add cash/cheques received not yet banked |  |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other adjustments |  |  |   |  |  |   |
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|  |  |  |  |  |  |  |  |
| **Reconciled Balance** |  |  |  |  | **£131,525.23** |
| **(as at 31/05/22)** |  |  |  |  |  |   |